

ACCESS TO INFORMATION MANUAL

As required by Section 51 of the Promotion to Access of Information Act
No 2 of 2000 ("PAIA")

And to address the requirements of the Protection of Personal Information Act
No 4 of 2013 ("POPIA")



KLK LANDBOU LIMITED (the Holding Company) and all its subsidiaries listed in Annexure A
(Hereinafter referred to as "KLK" Registration number 1997/015589/06)

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Updated:
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ACCESS TO INFORMATION MANUAL

1 INTRODUCTION

a) The object of PAIA is to give you access to the records of the Company under certain circumstances. PAIA seeks to promote a society in which you have access to information to enable you to exercise and protect your rights, and to promote a culture of transparency and accountability. Section 51 of PAIA requires all private bodies to compile a manual containing various details including the Company details, a description of the records of the Company, as well as how a record may be accessed. The Company is a private body and therefore this manual has been compiled in terms of and to comply with Section 51 of PAIA.

b) The Protection of Personal Information Act, 2013 (the “POPIA Act”) provides for:

- i) the promotion of the protection of Personal Information¹ processed by public and private bodies;
- ii) certain conditions to establish minimum requirements for the processing of Personal Information;
- iii) the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of the POPIA Act and PAIA;
- iv) the issuing of codes of conduct;
- v) the rights of persons regarding unsolicited electronic communications and automated decision making;
- vi) the regulation of the flow of Personal Information across the borders of the Republic; and
- vii) matters connected therewith.

c) Section 14 of the Constitution of the Republic of South Africa, 1996, provides that everyone has the right to privacy. The right to privacy includes a right to protection against the unlawful collection, retention, dissemination and use of personal information.

d) The POPIA Act gives Data Subjects the right to, in the prescribed manner, to request a Responsible Party to correct or delete Personal Information about the Data Subject in its possession or under its control that is inaccurate, irrelevant, excessive, out of date, incomplete, misleading or obtained unlawfully, or destroy or delete a record of Personal Information about the Data Subject that the Responsible Party is no longer authorised to retain access and/or request the correction or deletion of any Personal Information held about them that may be inaccurate, misleading or outdated.

e) This manual is not exhaustive nor does it comprehensively deal with, every procedure provided for in the Act. Requesters are advised to familiarise themselves with the provisions of the Act before making any request to KLK in terms of the Act. KLK makes no representation and gives no undertaking or warranty that the information in this manual or any information provided by it to a requester is complete and accurate, or that such information is fit for any purpose. All users of any such information shall use such information entirely at their own risk, and KLK shall not be liable for any loss, expense, liability or claims howsoever arising, resulting from the use of this manual or of any information provided by KLK or from any error therein.

f) All users irrevocably agree to submit exclusively to the law of the Republic of South Africa in respect of any dispute arising out of the use of this manual or any information provided by KLK.

2 COMPANY DETAILS

The Company details are as follows:

NAME OF THE COMPANY	KLK LANDBOU LIMITED
REGISTRATION NUMBER	1997/015589/06
CEO & INFORMATION OFFICER	Stephen Dill-Franzen van Huyssteen
E-MAIL ADDRESS	svh@klk.co.za
DEPUTY - INFORMATION OFFICER	Grandville Marquard
POSTAL ADDRESS	PO Box 86 Upington 8800
PHYSICAL ADDRESS	14 Karakoel Street Upington 8801
TELEPHONE NUMBER	054-3376200
FACSIMILE NUMBER	086-5407800
E-MAIL ADDRESS FOR COMPANY	grandville@klk.co.za
WEBSITE	www.klk.co.za

This manual applies to all entities listed in Annexure A hereto.

Information on KLK is available on the KLK website: www.klk.co.za

3 HUMAN RIGHTS COMMISSION PAIA GUIDE

In terms of Section 10 of PAIA, the South African Human Rights Commission (“SAHRC”) is required to compile a guide, in each official language, containing information for any person who wishes to exercise any right contemplated in PAIA. This guide is available from the SAHRC. Should you wish to obtain access to the abovementioned guide, the SAHRC can be contacted via mail, e-mail, telephone and website:

South African Human Rights Commission
PAIA Unit
PO Box 2700
Houghton
2041

E-mail: PAIA@sahrc.org.za
Telephone: 0860 120 120
Website, www.sahrc.org.za

4 RECORDS OF THE COMPANY

A description of the records held by the Company as required by section 51 (1) (e) of PAIA, is set out under “Subjects and Categories of Records”.

5 REQUEST FOR ACCESS TO A RECORD

To comply with our obligations in terms of PAIA the Company has authorised and designated Stephen Dill-Franzen van Huyssteen and Grandville Marquard to deal with all matters relating to PAIA. To request access to a record please complete the **Request for Access Form**, which is attached to this manual as Annexure B, and submit it to the Company at its physical address, to its fax number or by e-mail to the e-mail address provided above.

6 RECORDS AVAILABLE IN TERMS OF LEGISLATION

The Company holds information as required in terms of certain legislation and regulations. The Company may hold information in accordance with the following legislation:

1. Companies Act, Act No. 71 of 2008
2. Income Tax Act, Act No 58 of 1962
3. Value-Added Tax Act, Act No. 89 of 1991
4. Securities Transfer Tax Act, Act No. 25 of 2007
5. Securities Transfer Tax Administration Act, Act No. 26 of 2007
6. Customs and Excise Act, Act No. 91 of 1964
7. Electronic Communications and Transactions Act, Act No. 25 of 2002
8. Regulation of Interception of Communications and Provisions of Communication Related Information Act, Act No. 70 of 2002
9. Unemployment Insurance Act, Act No. 63 of 2001
10. Unemployment Insurance Contributions Act, Act No. 4 of 2002
11. Employment Tax Incentive Act, Act No. 26 of 2013
12. Basic Conditions of Employment Act, Act No. 75 of 1997
13. Labour Relations Act, Act No. 66 of 1995
14. Employment Equity Act, Act No. 55 of 1998

15. Promotion of Equality and Prevention of Unfair Discrimination Act, Act No. 26 of 2000
16. Skills Development Act, Act No. 9 of 1997
17. Skills Development Levies Act, Act No. 9 of 1999
18. Pension Funds Act, Act No. 24 of 1956
19. Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993
20. Medical Schemes Act, Act No. 131 of 1998
21. Occupational Health and Safety Act, Act No. 85 of 1993
22. Broad Based Black Economic Empowerment Act, No. 53 of 2003
23. Consumer Protection Act, Act No. 68 of 2008
24. Financial Intelligence Centre Act, Act No. 38 of 2001
25. Financial Sector Regulation Act, Act No. 9 of 2017
26. Financial Advisory and Intermediary Services Act, Act No. 37 of 2002
27. Short-term Insurance Act, Act No. 53 of 1998
28. Competition Act, Act No. 89 of 1998
29. National Credit Act, Act No. 34 of 2005
30. Second Hand Goods Act, Act No. 6 of 2009
31. National Road Traffic Act, Act No. 93 of 1996
32. Firearms Control Act, Act No. 60 of 2000
33. Explosive Act, 26 of 1956 and Regulations and Explosive Act, Act No. 15 of 2003
34. Hazardous Substances Act, Act No. 15 of 1973
35. Agricultural Product Standards Act, Act No. 119 of 1990
36. Agricultural Produce Agents Act, Act No. 12 of 1992
37. Plant Improvement Act, Act No. 53 of 1976
38. Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, Act No. 36 of 1947
39. Medicines and Related Substances Control Act, Act No. 101 of 1965
40. Marketing of Agricultural Products Act, Act No. 47 of 1996
41. Petroleum Products Act, Act No. 120 of 1977
42. Gas Act, Act No. 48 of 2001
43. Legal Metrology Act, Act No. 9 of 2014
44. Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2004
45. Private Security Industry Regulation Act, Act No. 56 of 2001
46. Animal Identification Act, Act No. 6 of 2002
47. Stock Theft Act, Act No. 57 of 1959
48. Animal Health Act, Act No. 7 of 2002
49. Animal Protection Act, Act No. 71 of 1962
50. Meat Safety Act, Act No.40 of 2000
51. Abattoir Hygiene Act, Act No. 121 of 1992
52. Animal Diseases Act, Act No. 35 of 1984
53. Foodstuffs, Cosmetic and Disinfectant Act, Act No. 54 of 1972
54. Constitution of South Africa Act, Act No. 108 of 1996
55. Deeds Registration Act, Act No. 47 of 1987
56. Transfer Duty Act, Act No. 40 of 1949
57. Disaster Management Act, Act No. 57 of 2002
58. Promotion to Access to Information Act, Act No. 2 of 2000
59. Protection of Personal Information Act, Act No. 4 of 2013

60. Protected Disclosures Act, Act No. 26 of 2000

61. Water Act, Act No. 36 of 1998

7 INFORMATION AVAILABLE IN TERMS OF LEGISLATION

Inspection of the Company registers and records pertaining to:

Directors and officers

Interest of directors

Shareholders

Minutes of meetings of shareholders

Licenses and permits

Annual reports

Interim reports

8 SUBJECTS AND CATEGORIES OF RECORDS

The description of the subjects and categories of records held by KKK are the following:

Incorporation documents

- Articles of Association
- Memorandum of Association
- Memorandum of Incorporation
- Company registration forms

Secretarial records

- Share registers
- Shareholders agreements
- Minutes of general meetings
- Register of directors
- Statutory registers

Financial records

- Accounting records, books and documents
- Interim and annual financial reports
- Auditor's reports in respect of audits conducted
- Tax returns
- Financial records
- Banking records

Human resources

- List of employees
- Employee contracts of employment
- Employee benefit records
- Attendance records
- Leave records

Pension and provident funds

- Rules of pension and provident fund
- List of employees who belong to respective funds
- Company and member's contribution list
- Minutes of meetings of trustees
- Financial records of the pension and provident funds

Immovable and movable property

- Asset register
- Title deeds of any land owned
- Agreements for the lease or sale of land
- Agreements for the lease of moveable property
- Mortgage bonds, liens, notarial bonds or security interest on property

Insurance records

- Cover in respect of assets (physical damage to buildings, machines, contents and equipment)
- Cover in respect of electronic equipment
- Legal liability
- Motor vehicle insurance

Client agreements

- Agreements for the supply of trading credit
- Security agreements, deeds, guarantees, cession and bonds for credit
- Details of clients and correspondence
- Invoices, receipts, credit and debit notes

Miscellaneous agreements

- Surety ship agreements
- Agreements for the trading activities
- Agency, management and distribution agreements
- Agreements with suppliers
- Agreements with clients
- Credit facilities and letters of credit

Published information

- External Newsletters and Circulars
- Internal Newsletters and Circulars
- Information on the Company published by third parties

Correspondence

- Correspondence with clients

9 PROCESSING OF PERSONAL INFORMATION**a) Purpose of Processing**

KLK uses the Personal Information under its care in the following ways:

- Conducting credit reference checks and assessments
- Administration of agreements
- Providing products and services to customers
- Discounting and asset funding purposes
- Detecting and prevention of fraud, crime, money laundering and other malpractice
- Conducting market or customer satisfaction research
- Marketing and sales
- In connection with legal proceedings
- Staff administration
- Keeping of accounts and records
- Complying with legal and regulatory requirements

b) Categories of Data Subjects and their Personal Information

KLK may possess records relating to suppliers, shareholders, contractors service providers, staff, and customers:

i. Customers - Natural Persons

Names; contact details; physical and postal addresses; date of birth; ID number; tax related information; nationality; gender; confidential correspondence.

ii. Customers – Juristic Persons / Entities

Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information.

iii. Contracted Service Providers

Names of contact persons; name of legal entity; physical and postal address and contact details; financial information; registration number; founding documents; tax related information; authorised signatories; beneficiaries; ultimate beneficial owners; shareholding information; BBBEE information.

iv. Employees

Gender; pregnancy; marital status; colour, race; age; language; education information; financial information; employment history; ID number; physical and postal address; contact details; criminal record; well-being.

c) Categories of Recipients for Processing the Personal Information

KLK may share and supply the Personal Information to any party to whom it may have assigned or transferred any of its rights or obligations under any agreement, and/or to service providers who render the following services:

- Capturing and organising of data;
- Storing of data;
- Sending of emails and other correspondence to customers;
- Conducting due diligence checks;
- Administration of the Medical Aid and Pension Schemes.

d) Actual or Planned Trans-Border Flows of Personal Information

Personal Information may be stored in data servers hosted outside South Africa, KLK will endeavour to ensure that its suppliers will make all reasonable efforts to secure said data and Personal Information.

e) Retention of Personal Information Records

KLK may retain Personal Information records indefinitely unless the Data Subject objects thereto. If the Data Subject objects to indefinite retention of its Personal Information KLK shall retain the Personal Information records to the extent permitted or required by law.

f) General Description of Information Security Measures

KLK employs up to date technology to ensure the confidentiality, integrity, and availability of the Personal Information under its care. Measures include:

- Firewalls
- Virus protection software and update protocols
- Logical and physical access control
- Secure setup of hardware and software making up the IT infrastructure
- Outsourced Service Providers who process Personal Information on behalf of KLK are contracted to implement security controls.

g) Objection to processing of personal information in terms of POPIA

You may object to processing of your personal information at any time by completing **Annexure C** attached hereto and by sending it to:

Deputy Information Officer & Company Secretary : Grandville Marquard

Email address : grandville@klk.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you.

h) Request for correction or deletion of personal information or destroying / destruction thereof in terms of POPIA

You may request for correction or deletion of personal information or destroying / destruction or deletion of a record of personal information at any time by completing **Annexure D**, attached hereto and by sending it to:

Deputy Information Officer & Company Secretary : Grandville Marquard

Email address : grandville@klk.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you.

i) Withdrawal of consent in terms of POPIA

You may withdraw consent to process your personal information at any time by completing **Annexure E**, attached hereto and by sending it to:

Deputy Information Officer & Company Secretary : Grandville Marquard

Email address : grandville@klk.co.za

You may request reasonable assistance free of charge to make any request, or objection on any form supplied to you.

j) Complaints in terms of POPIA

You may lodge a complaint with the Regulator at the address and contact particulars set out below. A complaint with the Regulator may be about an interference with the protection of your personal information in the following regard:

A breach of any of the conditions for lawful processing of POPIA; or

- Non-compliance with sections 22, 54, 69, 70, 71, 72 of POPIA; or
- A breach of a condition of a code of conduct in terms of section 60 of POPIA.

Contact Address:

The Information Regulator (South Africa)

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: complaints.IR@justice.gov.za

General enquiries email: inforeg@justice.gov.za

You may also lodge a complaint with the RESPONSIBLE PARTY by contacting the following:

Deputy Information Officer & Company Secretary : Grandville Marquard
Email address : grandville@klk.co.za

You may also lodge a complaint with the Regulator in terms of section 63(3) if you are unhappy about the determination of an adjudicator as appointed by the Regulator, after your complaint has been investigated. The determination will have effect, until such time that the Regulator changes or overrules the determination post your complaint.

The complaint to the Regulator must be made in writing and should you experience any problems, you may contact the office of the Regulator who will provide you with reasonable assistance to make the complaint in writing.

The Regulator has the following powers when a complaint is lodged:

- Consult with the RESPONSIBLE PARTY and with the complainant
- Investigate the complaint by gathering information through subpoenas and warrants or search the premises
- Summons people to appear and testify or compel them to provide written evidence
- Conduct private interviews with people
- Conduct any enquiry deemed fit, and
- Resolve the complaint by means of dispute resolution such as mediation and conciliation
- Apply for fines and penalties to be ordered by a competent court as set out in section 107 and 109 of POPIA
- Refer the matter to an enforcement committee and issue enforcement notices or information notices
- Institute civil action for damages.

10 THE MANNER IN, WHICH THE ABOVE RECORDS WILL BE MADE AVAILABLE

Records are available for public inspection at the offices of KLK during office hours, by prior arrangement with the Information Officer, subject to the grounds of refusal mentioned in the Act.

11 REMEDIES AVAILABLE WHEN KLK REFUSES A REQUEST FOR INFORMATION

Internal Remedies

KLK does not have internal appeal procedures; the Courts will have to be approached if the request for information is refused. This would apply to any situation in which the requester wishes to appeal a decision made by the Information Officer.

External Remedies

A requester who is dissatisfied with an Information Officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a Court for relief. Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status and the Magistrates Court.

12 REQUEST PROCEDURE

The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record. The requester must complete the prescribed form, as well as payment of a request fee. KLK will process the request within 30 days. The requester shall be informed whether access is granted or denied. The requester must indicate that he/she requires the information in order to exercise or protect a right.

13 ACCESS TO RECORDS HELD BY KLK

Records held by KLK may be accessed by request only once the prerequisite requirements for access have been met. A requester is any person making a request for access to a record of KLK.

14 REQUESTER

A personal requester is a requester who is seeking access to a record containing personal information about the requester. KLK will voluntarily provide the requested information or give access to any record about the requester's personal information. The prescribed fee for the reproduction of the information requested will be charged.

The requester (other than a personal requester) is entitled to request access to information on third parties. However, KLK is not obliged to voluntarily grant access. The requester must fulfill the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

15 REQUEST

A request for access to a record must be made on the prescribed form to the Information Officer at his/her address, facsimile number or e-mail address. The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record requested and the requester. When completing a request on the prescribed form, the requester should also indicate:

- The preferred language if applicable
- Whether the requester wishes to be informed of the decision in another manner in addition to a written reply; and
- A facsimile number and/or postal address.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Information Officer. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request verbally.

A request must be directed to the Information Officer or any authorised persons. The prescribed form must be sent to KLK via post, email, facsimile or may be provided to the requester by KLK. The requester must pay the prescribed fee before any further processing can take place. The form must be adequately completed, with sufficient information particularly so that the official of KLK can identify:

- From where and from whom the request is made;
- What record(s) are being requested;
- What the access fee will be should access be granted.

16 FEES

The Act provides for two types of fees, namely:

- A request fee, which will be a standard fee; and
- An access fee, which must be calculated by considering reproduction cost, search and preparation time and cost, as well as postal cost.

When the Information Officer receives the request, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed fee (if any) before further processing of the request.

If the search for the record has been made and the preparation of the record for disclosure, including arrangement in the regulations for this purpose, the information officer shall notify the requester to pay the access fee, which would be payable if the request is granted. The Information Officer shall withhold a record until the requester has paid the required fees.

The access fee covers the cost for reproduction and for search and preparation, and for any time reasonably required more than the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

17 DECISION

KLK will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons to that effect.

The 30 day period within which KLK must decide whether to grant or refuse the request, may be extended for a further period of not more than 30 days if the request is for a large number of information, or the request requires a search for information held at another office of KLK and the information cannot reasonably be obtained within the original 30 day period. KLK will notify the requester in writing should an extension be sought.

18 GROUNDS FOR REFUSAL

The main grounds for KLK to refuse a request for information relates to the:

- Mandatory protection of privacy of a third party who is a natural person
- Mandatory protection of the commercial information of a third party
- Mandatory protection of confidential information of third parties if it is protected in terms of any agreements
- Mandatory protection of the safety of individuals and protection of property
- Mandatory protection of records which would be regarded as privileged in legal proceedings
- Mandatory protection of the commercial activities
- The research information of KLK or a third party, if its disclosure would disclose the identity of KLK, the researcher or the subject matter of the research and would place the research at a serious disadvantage and
- Request for information that are clearly frivolous, or which involve an unreasonable diversion of resources shall be refused.

19 AVAILABILITY OF THE MANUAL

This manual is made available for inspection during office hours, at no cost, at our head office, 14 Karakoel Street, Upton, 8801. Should you wish to obtain a copy of this manual, or part thereof, such copy can be obtained from either:

- Our head office, at the prescribed fee or can be downloaded from our website www.klk.co.za
- The manual is available at the offices of the South African Human Rights Commission.

20 RECORDS THAT CANNOT BE FOUND

If KLK searches for a record and it is believed that the record either does not exist or cannot be found, the requester will be notified by way of an affidavit or affirmation. This will include the steps that were taken to try to locate the record.

21 PRESCRIBED FEES & FORMS

Once your request is made, you will receive notice from us to pay the prescribed fee of R50.00. This prescribed fee must be paid before your request will be processed. If you are making a request in your personal capacity, payment of the prescribed fee of R50.00 may not be required. We will then decide in respect of your request and will notify you of our decision. If your request is granted then you will have to pay a further access fee for the search, reproduction, and preparation of the record as well as for any time, that has exceeded the prescribed hours, to search and in order prepare the record for disclosure to you (in terms of sec 54 (6) of the Act). The prescribed form and fees schedule can be downloaded from the Department of Justice website at www.doj.gov.za

Annexure A

SUBSIDIARIES OF KLK LANDBOU LIMITED

Reg No. 1997/015589/06

SUBSIDIARY	REGISTRATION NUMBER	% SHARE HOLDING	STATUS
KLK Petroleum Verspreiders (Pty) Ltd	2003/027371/07	100	Active
Gordonia Motors (Pty) Ltd	1984/006455/07	100	Active
Oranje Meganies (Pty) Ltd	2000/020875/07	100	Active
Jaagvlak Motors (Pty) Ltd	1982/007914/07	100	Active
Upington Abattoir (Pty) Ltd	1946/022118/07	100	Active
Ramskop (Pty) Ltd	1968/005117/07	51	Active
Carnarvon Abattoir (Pty) Ltd	2004/010487/07	95.9	Active
Majestic Silver Trading 60 (Pty) Ltd	2005/009910/07	100	Active
UPT Meat (Pty) Ltd	2003/032033/07	100	Active
SA Dorper Properties (Pty) Ltd	2011/003139/07	50	Active
Carpe Diem Raisins (Pty) Ltd	1971/008762/07	80	Active

Note:

SUBSIDIARIES:

UPT Meat (Pty) Ltd has 50% shareholding in:

SA Dorper (Pty) Ltd

Registration number 2006/000663/07

Carpe Diem Raisins (Pty) Ltd has 100% shareholding in:

Cool Raisins (Pty) Ltd

Registration number 2013/082284/07

**REQUEST FOR ACCESS FORM
(IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT)**

Reference Number.....

NAME OF THE COMPANY TO WHOM THE REQUEST IS MADE

Please insert the name of the entity:

PARTICULARS OF PERSON REQUESTING ACCESS TO INFORMATION

Surname: **First Names:**

Identity Number: **E-mail address:**

Telephone no: **Facsimile number:**

Postal address:

.....

.....

PARTICULARS OF RECORDS REQUESTED

.....

.....

FORM OF ACCESS TO RECORD

NOTES: a) Compliance with your request in the specified form may depend on the form in which the record is available.

b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.

(Mark the appropriate shaded box with an X.)

1. If the record is in written or printed form:

- Copy of record
- Inspection of record

2. If the record consists of visual images (this includes photographs, slides video recordings, computer generated images, sketches, etc.)

- View the images
- Copy the images
- Transcription of the images

3. If the record consists of recorded words or information, which can be reproduced, in sound:

- Listen to soundtrack
- Transcription of soundtrack (written or printed)

4. If the record is held on computer or in an electronic or machine-readable form:

- Printed copy of record
- Printed copy of information derived from the record
- Copy in computer readable form (compact disc or flash drive)

If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?

- Yes
- No

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 above, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Particulars of right to be exercised or protected:

.....
.....

Explanation of why record is required for exercise or protection of abovementioned right:

.....
.....
.....

NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

Signed at this day of..... 2021

Signature of the Requester:

OBJECTION TO PROCESSING OF PERSONAL INFORMATION

In Terms of Section 11(3) of The Protection of Personal Information Act, 2013 (ACT NO. 4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017

[Regulation 2(1)]

Note:

1. *Affidavits or other documentary evidence in support of the objection must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number.....

A	DETAILS OF DATA SUBJECT	
Name and surname of data subject:		
Residential, postal, or business address:		
Contact number(s):		
Fax number:		
E-mail address:		
B	DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (<i>Natural person</i>):		
Residential, postal or business address:		
Contact number(s):		
Fax number:		
E-mail address:		
Name of public or private body (<i>Not a natural person</i>):		
Business address:		

Contact number(s):	
Fax number:	
E-mail address:	

C	REASONS FOR OBJECTION
(Please provide detailed reasons for the objection)	

Signed at this day of..... 2021

.....
Signature of data subject (applicant)

CORRECTION OR DELETION OR DESTROYING / DESTRUCTION OF PERSONAL INFORMATION

REQUEST FOR CORRECTION OR DELETION OF PERSONAL INFORMATION OR DESTROYING OR DELETION OF A RECORD OF PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)

REGULATIONS RELATING TO THE PROTECTION OF PERSONAL INFORMATION, 2017 [Regulation 3(2)]

Note:

1. *Affidavits or other documentary evidence in support of the request must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number.....

Mark the appropriate box with an "x":

Request for:

Correction or deletion of the personal information about the data subject which is in possession or under the control of the responsible party.

Destroying or deletion of a record of personal information about the data subject which is in possession or under the control of the responsible party and who is no longer authorised to retain the record of information.

A DETAILS OF THE DATA SUBJECT	
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
Contact number(s):	
Fax number:	
E-mail address:	
B DETAILS OF RESPONSIBLE PARTY	
Name and surname of responsible party (<i>Natural person</i>):	
Residential, postal, or business address:	

Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body <i>(Not a natural person):</i>	
Business address:	
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *CORRECTION OR DELETION OF THE PERSONAL INFORMATION ABOUT THE DATA SUBJECT/*DESTRUCTION OR DELETION OF A RECORD OF PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. (Please provide detailed reasons for the request)

* Delete if not applicable

Signed at this day of..... 2021

.....
Signature of data subject

WITHDRAWAL OF CONSENT NOTICE TO PROCESS PERSONAL INFORMATION

REQUEST FOR WITHDRAWAL OF CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF SECTION 24(1) OF THE PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO.4 OF 2013)

Note:

1. *Affidavits or other documentary evidence in support of the request must be attached.*
2. *If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.*

Reference Number.....

I wish to withdraw my consent for the collection, use and disclosure (processing) of personal information provided to your company for:

Mark the appropriate box with an "x":

Request for:

All the purposes I had provided my consent for; **or**

For only the following purposes:

State the purpose of withdrawal to be applied to:

.....

.....

.....

.....

I fully understand and agree that the withdrawal of my consent to any or all purposes depending on the nature of my request – may result in the responsible party not being able to continue to provide services, products etc. to me.

A	DETAILS OF THE DATA SUBJECT
Surname:	
Full names:	
Identity number:	
Residential, postal or business address:	
Contact number(s):	
Fax number:	
E-mail address:	

B	DETAILS OF RESPONSIBLE PARTY
Name and surname of responsible party <i>(Natural person):</i>	
Residential, postal or business address:	
Contact number(s):	
Fax number:	
E-mail address:	
Name of public or private body <i>(Not a natural person):</i>	
Business address:	
Contact number(s):	
Fax number:	
E-mail address:	
C	REASONS FOR *THE WITHDRAWAL OF CONSENT TO PROCESS PERSONAL INFORMATION ABOUT THE DATA SUBJECT WHICH IS IN POSSESSION OR UNDER THE CONTROL OF THE RESPONSIBLE PARTY. <i>(Please provide detailed reasons for the request)</i>

* **Delete** whichever is not applicable.

Signed at this day of..... 2021

.....
Signature of data subject